



Thurston County is seeking a progressive and innovative leader to serve as its next

SUPERIOR COURT ADMINISTRATOR

Open until filled.

Screening of applications to begin August 16, 2021.

First interviews tentatively set for August 30, 2021.





SUPERIOR COURT

Thurston County, Washington

THURSTON COUNTY

Thurston County is located at the southern end of the Puget Sound in the beautiful Pacific Northwest. The majestic Mount Rainier and the rugged Cascades are nearby to the east, while Washington's Pacific coastline is just an hour's drive to the west. Thurston County is 60 miles south of Seattle, Washington, and 100 miles north of Portland, Oregon.

Thurston County is home to Washington's state capital, the city of Olympia, and is in close proximity to neighboring cities, Lacey and Tumwater. The County is now home to about 295,000 residents residing in Tumwater, Lacey, Yelm, Tenino, Bucoda, or in the unincorporated areas. While we have the convenience of a modern city, we still have small town charm.

Thurston County boasts a number of freshwater lakes, miles of hiking and biking paths, public prairie lands, and the adjoining 3,700-acre Nisqually National Wildlife Refuge, all of these provide many opportunities for outdoor recreation. Clean air, clean water, a healthy economy, and close proximity to major metropolitan areas make Thurston County one of the most desirable places in the country to live, work, and play.



SUPERIOR COURT

Thurston County Superior Court is a Court where all can safely and easily access the court, its programs and services, and have an opportunity to be heard. Through well-trained judicial officers and court staff, the Court uses innovative techniques and manages public resources responsibly. The Court seeks community input to ensure public confidence in the judiciary and to reflect the diverse community needs. The mission of Thurston County Superior Court is to serve the public through the prompt resolution of cases in a manner that ensures access and fair treatment.

Thurston County Superior Court is a state trial court of general jurisdiction situated in Thurston County, Washington. This court has state-wide jurisdiction and hears major criminal matters (felonies), civil cases including disputes regarding contracts, personal injury, state elections, real property, domestic relations, appeals from lower courts (Thurston County District and Municipal Courts), and appeals from state administrative agencies. The Main Campus is located in Olympia, Washington. Thurston County Family and Juvenile Court is located in Tumwater, and hears juvenile offender matters as well as adoptions, child dependency cases, family law, civil domestic violence and other protection order cases, probates and guardianships.

Thurston County Superior Court has eight full-time elected judges and three full-time Superior Court Commissioners. Thurston County Superior Court is scheduled to add a ninth Judge to the bench in November 2021.



SUPERIOR COURT

Thurston County, Washington

SUPERIOR COURT ADMINISTRATOR

The Superior Court Administrator is the chief executive officer of the Superior Court of Thurston County and exercises broad discretion to provide critical, effective and efficient services of Superior Court. The Court Administrator reports to the Presiding Judge and has administrative authority for all nonjudicial aspects of the Court, including personnel, budget, and court operations.

A successful candidate will be expected to further the mission of the Court as a separate branch of government by effectively implementing the goals and decisions of the Superior Court Board of Judges. The Superior Court Administrator is an appointed, "at-will" position and serves at the pleasure of the Superior Court Judges.

The Superior Court Administrator oversees all operational programs and administers the operating budget. A successful candidate will be the Court's liaison to our community partners, county stakeholders, criminal justice partners, and other interested organizations. This position also serves as a liaison between the Washington Association of Superior Court Administrators and Thurston County Superior Court. As the executive manager for a staff of 46, including 4 managers and 1 supervisor, the position ensures the staff have the training and resources they need to be successful and creates a professional and compassionate workplace.

- Cultivates a positive public image and awareness of the Courts; plans and participates in community relations programs; and develops and maintains relationships with county executives, legislators, and law and justice stakeholders.
- Communicates accurately the needs of superior court services, progress on goals, and accomplishments through effective oral presentations and documents.
- Develops and carries out long-range plans, manages programs, supervises staff, and establishes and maintains effective working relationships with individuals and groups.

SUPERIOR COURT ADMINISTRATOR (cont.)

- Directs the development and administration of the Superior Court's budget based on staffing and resource requirements, cost estimates, legal mandates/directives, revenue projections and departmental goals.
- Advises judges of governmental programs designed to improve the judicial system and develops resources to enhance programs and ensure sustainability. Oversees grant application submissions, administration, and compliance.

IDEAL CANDIDATE

The ideal candidate will be an energetic leader who is inspired by the work and mission of the Court and is passionate about serving the community and leading staff. They will be an innovative problem solver who considers all aspects of an issue and makes informed decisions. The Court seeks a leader who is forward thinking, strategic, an effective communicator, values court staff, and is confident when making difficult decisions. The ideal candidate will be experienced in working with elected officials, justice partners, and collaborating successfully with stakeholders.

The position represents the Court, and therefore requires strong communication and interpersonal skills, the ability to lead with integrity and influence others, and the organizational skills to manage multiple high-level priorities. The ideal candidate is highly respected by professional peers and in the community.

The position requires experience with progressive management practices and the ability to foster a supportive work environment where staff can work independently while being accountable for their areas of responsibility. The ideal candidate must have a collaborative and team-oriented management style, and must be willing to learn new things and pitch in when needed at any level.

The ideal candidate must be approachable by all staff and able to establish an atmosphere of mutual respect and cooperation. They must be receptive to new ideas, encourage innovation, and have a positive attitude.



SUPERIOR COURT

Thurston County, Washington

QUALIFICATIONS

- Bachelor's degree in public/business administration, court administration, or related field. Additional experience may be substituted for education for up to two years on a year for year basis.
- Seven (7) years of administrative or managerial experience at a senior management level associated with operational characteristics, services, and activities of a comprehensive court program or equivalent experience in the criminal justice system and five (5) years of supervisory experience.
- Ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking.
- Obtain or have a valid Washington State Driver's License or have requested and obtained an appropriate accommodation.
- Must pass a Washington State Patrol background investigation.

DESIRED SKILLS

- Master's degree in Public/Business Administration, Court Administration or a Fellow of the National Center for State Courts' Institute for Court Management.
- Knowledge of pertinent Federal, State, and local laws, codes, and rules related to Superior Court programs.
- Demonstrated ability to manage and coordinate the development of budgets within a rapidly changing and dynamic environment.
- Demonstrated ability to prioritize work, organize tasks, set and meet deadlines, as well as plan and manage numerous projects simultaneously.
- Ability to communicate effectively both in writing and orally. Ability to elicit cooperation, enthusiasm, solve conflicts and coordinate efforts smoothly amongst diverse participant members.

COMPENSATION AND BENEFITS

Thurston County offers a monthly salary range from \$8,398 up to \$11,197 depending on qualifications.

The County also has excellent medical, dental, vision, and basic life insurance coverage for its employees and dependents. Other benefits include Washington State PERS retirement, paid holidays, and paid time off. Optional benefits include: term life insurance, accidental death and dismemberment insurance, flexible spending account for medical, and deferred compensation.

TO APPLY

Submit your application, resume, and a letter of interest explaining why you seek the position and how you qualify through the County's on-line [job application system](#).

APPLICATION DEADLINE

Open until filled. To ensure consideration, please submit your materials by **August 16, 2021**.

OTHER INFORMATION

Should you have questions about this position or recruitment, please email the Presiding Judge Price by contacting the court's Judicial Assistant Terrisa Burke at email: terrsa.burke@co.thurston.wa.us.

EQUAL OPPORTUNITY EMPLOYER

Thurston County is committed to affirmative recruitment and diversity in employment. Thurston County's policy provides equal opportunity to all persons seeking or having access to its employment, services and activities, free from restriction based on their protected status, including race, color, religion, national origin, age, sex, disability, marital status, military or veteran status, and sexual orientation. Applicants with disabilities who need accommodation with the application or selection process should contact Thurston County's Human Resources, at (360) 786-5498 or TDD (360) 754-2933.